

**STANDARDIZATION OF STATE REPORTS
HORTICULTURAL INSPECTION SOCIETY, CENTRAL CHAPTER**

The following is a standardized outline to follow when writing your state reports submitted at the Horticultural Inspection Society, Central Chapter annual meetings. The written report can be as long as the individual sees fit. However, to make the information a little more useable, a standardized format is suggested.

The oral report should not exceed 5 minutes. This will help maintain the meeting schedule. Staying within time limits should allow all states few minutes for open discussion and questions.

The format for the written reports is as follows:

1. Facts and Figures
 - A. Nurseries
 - 1.Number of nurseries inspected.
 - 2.Is this an increase or decrease over last year?
 - B. Dealers (if inspected)
 - 1.Number of dealers inspected.
 - 2.Is this an increase or decrease over last year?
 - C. Phytosanitary Certificates (optional)
 - 1.Number issued.
 - 2.Is this an increase or decrease over last year?
 - D. Trapping Data
(Spongy Moth, Japanese Beetle, CAPS, Farm Bill, etc.)
 - 1.Number of traps/number of finds.
 - 2.Is this an increase or decrease over last year?
 - E. Top Ten or Twenty List
 - 1.Top ten or twenty insect pests.
 - 2.Top ten or twenty disease pests.
2. Discussion
 - A. Expand on any of Section I
 - B. New finds
 - C. Program changes, new personnel
 - D. Problems, questions
 - E. Other
3. Interstate Inspection Highlights
4. List of Inspectors and Their Duties
5. Questions and Answers